

Planning requirements for public drinking water systems

This fact sheet will help you determine the appropriate level of planning for your water system. It also clarifies when you must submit additional information to meet financial viability requirements for Drinking Water State Revolving Fund (DWSRF) applications.

We strongly encourage all water systems to have a preplan meeting with our regional engineering and planning staff before developing their planning document for our approval.

Requirements for a new or updated water system plan

A Group A community water system must submit a Water System Plan (WSP) to us for review and approval if it meets any of the following conditions:

- It has 1,000 or more service connections.
- It is a new Group A water system.
- It is expanding. Contact your regional planner to find out whether your water system is expanding.
- It wants to be eligible for the “document submittal exception” process that allows it to proceed with certain projects without submitting construction documents to us for review.
- We directed it to develop a WSP because of demonstrated operational, managerial, or financial problems.
- It is municipally owned and located in a critical water supply service area. If your water system falls into this category, but is not expanding, contact your regional planner about the appropriate planning document.
- We require it to do so to meet DWSRF eligibility requirements. We will require water systems with a current WSP to submit a project-specific amendment if the WSP doesn’t adequately address the proposed project.

Requirements for a Small Water System Management Program

All community and noncommunity water systems not required to submit a WSP must develop and implement a Small Water System Management Program (SWSMP).

- Except in certain circumstances, we don’t require water systems to submit their SWSMP to us for approval.
- Sanitary surveyors will discuss SWSMP development as part of the sanitary survey process.

Submittal for approval

We may require a water system to submit its SWSMP to us for review and approval when:

1. A new nontransient noncommunity water system is created.
2. It is required for a DWSRF application.
3. A water system has operational, managerial, or financial problems and we determine that completing a SWSMP might help to correct those problems.

Contact your regional planner for a preplan meeting to discuss the scope and level of detail for your SWSMP.

Financial viability requirements for DWSRF loan applicants

- **The Public Works Board** does not place additional planning-related financial viability requirements on most water systems that apply for DWSRF loans.
- **The Public Works Board** requires a supplemental financial application from privately owned water systems with applications that score high enough to be in the DWSRF funding range. The supplement must include business references, tax returns, balance sheet statements, and long-term debt. Applicants must also fill out a financial capacity spreadsheet. The Board uses this information and an on-site visit with the applicant to evaluate ability to repay a DWSRF loan and readiness to proceed with the project.

More information

Office of Drinking Water

Our publications are online at <https://fortress.wa.gov/doh/eh/dw/publications/publications.cfm>

For more information, call the nearest regional office.

Eastern Region: Spokane Valley (509) 329-2100

Northwest Region: Kent (253) 395-6750

Southwest Region: Tumwater (360) 236-3030

Public Works Board

For financial viability requirements, call Bruce Lund at (360) 725-3163.

